

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
CHHATTISGARH, RAIPUR

No. G.S./Tender/Inspection vehicle/ 09

Dated: 02/12/2022

Subject : Tender document for Hiring of Vehicles.

Office of the Principal Accountant General (Accounts and entitlement) located at zero-point, post Mandhar, opposite Vidhan Sabha invites e-bids under two bid system (Technical and Financial) through Government e-market place (GeM) from reputed, experienced and financially sound taxi service providers to provide rental taxis to Office of the Principal Accountant General (A&E) at Raipur. The contract will be for a period of one year from 01.01.2023 to 31.12.2023. The quantum of requirement of vehicles may increase or decrease during the period of contract. The Department will hire two vehicles from Sedan category on monthly basis for example : Maruti Suzuki Dzire, or equivalent. The bidder should quote monthly rent separately for Petrol, Diesel and Electric vehicle including driver and fuel charges for upto 2,500 k.m. and amount to be charged per km beyond 2,500 k.m.

Technical Eligibility criteria

The bidders must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid described as below :-

1. The registered office of the agency should be located in Raipur. An attested copy of the registration certificate of offices in Raipur shall be enclosed.
2. In case of partnership firms, a copy of the partnership agreement or general power of attorney duly attested by a notary public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registrations of firm should also be enclosed along with the tender.
3. The agency must have a minimum of five year's experience in supplying taxis to reputed private companies/Public sector companies/Banks/Central and State Government departments. Proof of at least two contracts relating to supplying of taxi services to Central Government/State Governments/PSUs/Bank/reputed private firms in last three years along with attested copies of the supply order to be enclosed with the tender document.

4. The agency should have a minimum annual turnover of Rs 6 lakh each year during last three financial years i.e. 2019-20, 2020-21 and 2021-22. A copy of turn over statement duly certified by the C.A. along with ITR must be enclosed with the tender.
5. Certified copy of PAN card shall be attached with the bid document.
6. The agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the bid document.
7. The agency must have a minimum of 3 vehicles of the same make model and registered in its name in Raipur. A list of such vehicles with registration details should be attached with the bid. The list should also include the date of registration of the car. This Office may ask the agency to produce the original RCs at the time of examination of the technical bid.
8. Self-certificate that the firm has not been blacklisted by any Central Government Department/Ministries/PSUs/Banks etc. should be enclosed.
9. The agency must attach proof the successful and satisfactory completion of at least three contracts/works each amounting to at least Rs. 4 lakh per annum or 2 work amounting to Rs. 6 lakh each or 1 work amounting to Rs. 12 lakh per annum during the last three years from the tender opening date. The certificate should be from prominent organizations (Government organizations/PSU/Banks reputed private firms.)
10. Earnest Money Deposit (EMD)
The bidder should deposit Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty thousand only in the form of Demand Draft/Banker's cheque of bank drawn in favour of 'Pay and Accounts Officer. O/o the Principal Accountant General (A&E) Chhattisgarh Raipur. All successful bidders have to deposit the EMD at the time of scrutinizing of documents by the committee constituted for this purpose. The bid without EMD shall be rejected and no correspondence will be entertained on this subject.
11. Performance Bank Guarantee
The successful bidder has to submit 5% of bid value as performance guarantee deposit in the form of bank guarantee from nationalized bank / Demand draft / bankers cheque of a nationalized bank drawn in favour of the "Pay and Accounts Officer" O/o the Principal Accountant General (A&E), Chhattisgarh, Raipur whose validity should be 2 months more than the end of the contract period within 15 days of the receipt of the work order as security deposit for faithful performance of the contract. The performance guarantee shall be refunded without any interest on the successful completion of the contract period.

Financial bid

On monthly basis for petrol, diesel and electric vehicle to be filled separately

	Particulars	Type of vehicle	Rate		
			Petrol	Diesel	Electric
1.	Monthly rent including fuel charges & driver for upto 2,500 k.m. and 320 hours of duty (including GST and other taxes)				
2.	Per k.m. rate above 2,500/- k.m.				

On temporary basis for petrol, diesel and electric vehicle to be filled separately

	Particulars	Vehicle (6-7 seater)	Vehicle (sedan)
1.	Daily rent		
2.	Fuel price per k.m.		

Terms and Conditions of the contract

A General

1. Period of contract /Duration: The contract will initially for the period of one year from 01.01.2023 to 31.12.2023 and is likely to commence from the date of signing of the Agreement which may be extended for a further period of one year on the same rates , terms and condition depending upon the requirement and administrative conveniences of this office . Any further extension can be considered on mutually agreed terms and condition. The office however, reserves the right to terminate/ curtail the contract at any time after giving one week 's notice without assigning any reason.

2. The date of purchase of vehicle provided should not be earlier than January 2020 and should not have run more than 25,000 k.m.
3. Taxis to be provided by the contractor (s) should be in perfectly good and sound condition mechanically and suitable for use by senior Officers. Taxis supplied should be fitted with all modern features. The vehicles should require to be comprehensively insured. The vehicle should also be enabled with GPS/Vehicle Tracking devices.
4. The vehicle will have to be fitted / provided with the following additional accessories/utilities i.e clean seat covers, White towels, Tissue paper box, Car Perfume, Mobile Charger, seat belt (front rear) and umbrella during Monsoon. Vehicles shall be equipped with an emergency medical kit and a fire extinguisher and the driver should possess adequate knowledge of first –aid & firefighting use of fire extinguisher.
5. Firms should have sufficient number of drivers having experience of driving in Raipur. The vehicle shall be for exclusive use of this office and should not be used by the service provider for any other purpose. The vehicle shall be made available on all days including Saturday, Sunday and Holidays if required. The office reserves the right to revise the requirement of vehicles being hired. The firm should have a vehicle available at least for 10 hrs for the use of the office. Full month would imply 2500 kms per month.
6. The firm should ensure that the drivers employed have education qualification of minimum 10th standard holding valid driving license for motor car and well trained, well behaved, conversant with traffic rules / regulations and familiar with city roads /routes as well as security instructions. Each driver employed by the firm must have a cell-phone duly activated. Each driver should wear uniform while on duty provided by the agency and have knowledge of first hand motor mechanism.
7. Regarding drivers , punctuality will have to be ensured and log book shall be maintained by the driver for this purpose. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per govt. instructions and the log book shall be submitted to the concerned officer in this office regularly for scrutiny.
8. The driver should not leave the office in the evening without prior permission of the concerned officer in any case . No mileage allowance will be allowed for lunch/tea of the driver. Driver will not leave site for lunch, hence must carry own lunch.
9. The driver provided by the contractor should fulfil the following conditions:
 - a. Should be in possession of valid commercial driving license issued by RTO.

- b. Should not smoke , chew pan/pan masala Tobacco inside the car while driving or otherwise.
 - c. Should be conversant with the routes of all government building and important roads within Raipur
 - d. Should not indulge in any activity inimical to security of the officers travelling in his car .
10. The firm should have an adequate number of telephone for contact round the clock and the same may be conveyed to this office.
 11. Rates once finalized will be fixed at least for a period of one year.
 12. Any complain from the users regarding poor upkeep , maintenance, non availability of above accessories or any misbehaviour of the driver would attract a deduction from the bill for that day(s) on pro rata basis @ 10% in the first instance , 20% in the second instance and removal of driver and / or vehicle from the fleet in case of repetition.
 13. Any overtime arising due to breakdown of vehicle supplied by agency shall be on his account and shall not be charged to this office.
 14. Once the hiring of vehicle commences from a particular agency /firm , the vehicle and drivers should not be changed unless so requested for by this office . the vehicle must be available at any time of days as desired by this office .
 15. The contractor must also ensure that all the necessary documents (registration certificate, insurance papers , PUC certificate etc.) are available with the driver deployed for duty for the department .
 16. In case of breakdown of any vehicle during official duty , it shall be the responsibility of the firm to provide substitute vehicle which is of similar make/class as replacement immediately and failure to do so shall evoke penalty.
 17. Actual parking charges / toll charges will be payable along with the monthly bills only upon submission of the parking bills/ toll receipts etc.
 18. The bidders will be fully responsible for payment wages and other dues and compliance of all labour laws welfare schemes applicable to the drivers deployed by them in the department and provide copy of such payments to this office.
 19. While office of the Principal Accountant General (Account and entitlement) has a regular requirement for hiring taxis, it shall have the right not to utilize the services at all at any time for any period without giving any notice . The office will also reserve the right to hire taxis from any other provider of such services even during the period of contract .

20. In case of breach of any of terms and conditions mentioned above , the Principal Accountant General (A&E) will have the right to cancel the work order without assigning any reason there of , and nothing will be payable by this department in that event and the security deposit in the form of performance bank guarantee shall be encashed.
21. The bank guarantee can be forfeited by order of the Principal Accountant General (Account and entitlement) in the event of any breach or negligence or non observance of any terms / conditions of contract or for unsatisfactory performance or for non acceptance of the work order . during the contract period or even after expire of the contract to cover any incorrect or excess payments made on the bill firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.
22. The successful vendor should execute an agreement with the Office of the Principal Accountant General (A&E) Chhattisgarh, Raipur within 15 days of the issue of work order in which detail terms and conditions would be elaborated.
23. As per Terms and condition laid down by GeM as in Service Level Agreement (SLA) and General Terms and Conditions (GTC) will be applicable.
24. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.

B. Terms of payment.

1. No payment shall be made in advance nor any loan from any bank or financial institution will be recommended on the basis of the order of work.
2. All payment shall be made on monthly basis as the case may be against the bill duly supported by duty slip to be signed by user(s) or concerned authorized officer of this office.
3. Office of the Principal Accountant General (A&E) shall be at liberty to withhold any of the payment in full or in part subject to recovery of penalties mentioned in preceding para.
4. The term 'payment' mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding earnest money and security deposit governed by the separate clauses of the contract.
5. Payment subject to tax deduction at source (TDS) shall be processed within 21 days of the submission of the complete documents.
6. Duly signed bills in triplicate shall be submitted along with the daily log book /duty slip of taxi/car's usage signed by the office who used the vehicle. The car

registration number should be mentioned on bill . If car registration number found before January 2020 , appropriate penalty will be deducted from the bill.

C. Penalty Clause


Penalty will be levied for the violation of term & condition of the contract in the following manner:-

If any vehicle does not report for duty on any day (s) or the driver report late or there is violation of any other provision of the tender , than an amount calculated on prorata basis per day , shall be deducted from the monthly bill of that vehicle . The service provider shall also be liable for penalty of Rs. 500 /- per day for each such incident any penalty would be deducted by this office from the monthly bill without giving any prior notice.

In case quality of service by the service provider is found unsatisfactory , this office may terminate the contract after giving 15 days notice.

D. Condition in case of dispute

- a. Any dispute with regard to any point in connection with hiring of vehicles , will be referred to hiring department who will discuss the problem mutually and the decision taken will be final and binding.
- b. For all dispute / differences /interpretation etc. whatsoever arising out of relating to this contract , meaning and operation or effect of this contract or the breach there of decision of this office shall be final and binding on both parties.
- c. In case of any dispute arises among the parties the matter of dispute will be settled in Raipur jurisdiction only.
- d. Alternative vehicles will be provided immediately in case of break down /accident etc. Failing which the taxi will be hired from the open market and the expenses incurred there on shall be deducted from the monthly bill of the contractor.
- e. Inspection of vehicles /drivers will be carried out from time to time by Sr. AO /AAO (General section) or his representative at office premises.
- f. The contract can be terminated at any time without any notice at the discretion of the Principal Accountant General.


2/12/2022
Sr. Accounts Officer
General Section

